Wk4\_M2

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| Minutes | August 17, 2017 | 2pm | n/a |

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| Meeting called by | Rick |
| Type of meeting | Online |
| Facilitator | Rick |
| Attendees | Rick, Chais, Andrew, Owen |

## Agenda topics

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| 30mins | Recap |  |

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| Discussion |  |
| Ensure that the entire group has brought their individual thoughts to shape project. | |
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| Conclusions |  |
| All members brought differing opinions and after some discussion found middle ground, allowing for a better formed product. | |
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| 30mins | Release plan |  |

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| Discussion |  | | |
| Items are to be sorted into releases. | | | |
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| Conclusions |  | | |
| As a group we completed a feasibility analysis to better understand how much time each story would take us allowing us to shape the release plan better. | | | |
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| Action items | | Person responsible | Deadline |
| Feasibility analysis | | Rick, Chais, Andrew, Owen | 20/8/17 |

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| 30mins | Sprint plan |  |

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| Discussion |  | | |
| Ensure the group understands the concept of the sprint plan. | | | |
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| Conclusions |  | | |
| Every member has a good understanding of what a sprint plan involves and what is involved in each user story | | | |
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| Action items | | Person responsible | Deadline |
| Stories 1-6 sprint plan | | Rick | 20/8/17 |
| Stories 7-12 sprint plan | | Owen | 20/8/17 |
| Stories 13-18 sprint plan | | Chais | 20/8/17 |
| Stories 18-24 sprint plan | | Andrew | 20/8/17 |